**TALHA SOHAIL**  
📍 Jeddah, Saudi Arabia  
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**PROFESSIONAL SUMMARY**

Detail-oriented and results-driven Accountant with over 3 years of hands-on experience in financial reporting, accounts payable and receivable, and reconciliations. Adept at maintaining general ledgers, preparing aging reports, and ensuring compliance with local tax regulations including ZATCA. Proficient in ZOHO Books, Microsoft Excel, and ERP systems. Demonstrated ability to support audits, resolve discrepancies, and contribute to efficient month-end closing processes. Seeking an Accountant role to apply strong analytical and organizational skills in delivering accurate financial results.

**PROFESSIONAL EXPERIENCE**

**Sumou Al-Maarifa**, Jeddah, Saudi Arabia  
*Accounts Executive (AP & Receivables Support)* | **2023 – Present**

* Recorded and maintained accurate accounts payable and receivable transactions in ZOHO Books.
* Monitored vendor and client accounts, ensuring timely invoicing and payment processing.
* Reconciled bank statements and vendor ledgers; resolved discrepancies efficiently.
* Assisted in preparing financial statements, aging reports, and supporting month-end closings.
* Ensured ZATCA compliance in invoicing and financial documentation.
* Coordinated with internal departments and external vendors during audits.

**Akhter Mian Mehmood Chartered Accountant**, Lahore  
*Accounts Assistant* | **2019**

* Handled data entry for general ledger, accounts receivable/payable, and bank reconciliations.
* Assisted in preparing financial statements, tax returns, and audit schedules.
* Supported accurate tracking of expenses and revenue in line with accounting standards.

**EDUCATION**

**Bachelor of Commerce (Honors)**  
University of Management & Technology, Lahore | **2018 – 2022**  
*Specialization: Finance, Accounts, and Management*

**Intermediate in Commerce (I.Com)**  
Pakistan International School (Aziziya), Jeddah | **2016 – 2017**

**CORE COMPETENCIES**

* Financial Reporting & General Ledger
* Accounts Payable & Receivable
* Bank & Account Reconciliations
* ERP & ZOHO Books Proficiency
* Tax Compliance (ZATCA, KSA VAT)
* Microsoft Excel (Pivot Tables, VLOOKUP)
* Audit Support & Documentation
* Analytical Thinking & Accuracy

**LANGUAGES**

* Urdu: Native
* English: Fluent
* Arabic: Basic Working Knowledge